

# **Leasing Office Space for Construction Projects and Leasing of Stockpile Sites**

Effective: 02-03-69

**UDOT 08B-23**

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## **Purpose**

To place the responsibility for effecting the lease of additional office space for Project Engineers and for leasing property for stockpile sites.

## **Policy**

The Project/Resident Engineer and the Region Construction Engineer determines the need for additional Project Engineer office space.

The Project/Resident Engineer and the Region Construction Engineer determines a suitable site for stockpile materials.

## **Procedures**

### **Leasing Office Space for Construction Projects and Leasing of Stockpile Sites**

**UDOT 08B-23.1**

**Responsibility:** Project/Resident Engineer, Region Construction Engineer

#### **Actions**

1. For Office Space and Lease Space for Materials Lab Trailers: Determines the need for additional Project Engineer office space; finds suitable accommodations and obtains competitive bids for leasing the space. Obtains the information from the vendor which includes the vendor's name, federal ID number, type of ownership, (e.g. Corp., partnership, owner), along with the vendor's quote of cost per month for lease of their property and what utilities will be provided and the length of time the lease will be required.  
  
For Stockpile Sites: Determines suitable site for stockpile material; negotiates with owner to lease property
2. Submits complete vendor information and requested terms of the lease to the Region Administrative Manager for processing.

**Responsibility:** Region Administrative Manager

3. Makes contact with the property manager at DFCM with details of the required leasing.

**Responsibility:** Property Manager DFCM

4. Notifies the Region Administration Manager if an inspection is required to assure the property meets DFCM standards as to ADA requirements, asbestos abatement, and other DFCM requirements. If an inspection is required, an agreement must be signed by the owner saying they will pay for the inspection. If an inspection is not required, the property manager will initiate the lease agreement and submit it to the property owner for signatures. After receiving the approved lease agreement from the owner, the property manager will secure all required approval signatures and send a final approved copy to the Region Administrative Manager for distribution to the Project Engineer. All lease payments will be made by the Regions upon submittal of monthly invoices by the property owners.